

# Business Forms, Epistles, etc.,

No. 65 to 92.

## BABBITTONIAN PENMANSHIP.

### COMMENDATIONS

OF THE

## Babbittonian Penmanship.

The progress of this system in Schools, as well as among private learners has been truly remarkable, and among the enthusiastic commendations of the work are the following:

"The Babbittonian system of Penmanship is splendid."—*J. H. Myers, Spencerian Penman.*

"It is chaste, beautiful and simple."—*N. Y. Evangelist.*

"The most beautiful and scientific of systems. An editor of a religious journal has called it magnificent, and says it is worth \$5 instead of \$1.50."—*Journal and Mess., Cin.*

"Babbittonian Penmanship is far in advance of other systems; being, 1st. More scientific; 2d. More thorough in elementary discipline; 3d. More beautiful; and 4th. More practical."—*R. M. Boggs, formerly Spencerian Penman.*

"Admirably adapted to the end in view."—*N. Y. Observer.*

"Excellent and Beautiful."—*B. T. Blewett, A. M., Pres't Augusta College.*

"This graceful and self-teaching system, we learn, is meeting with a remarkable success, being ordered by the thousand at a time. We commend it to educators and to those who wish to procure a beautiful and useful present for a friend."—*Cin. Gazette*

"The superiority of this plan is that, by a new method of models and directions, any boy or girl twelve years old may readily become a first-class penman, and that without schools or teachers."—*Christian Herald.*

"The best arranged and most scientific system extant."—*M. J. Francisco, President of Francisco's Business College.*

"Beautiful copies for practice."—*Scientific American, N. Y.*

"Beautifully engraved copies."—*Merry's Museum, N. Y.*

"Graceful and self-teaching system."—*The Methodist, N. Y.*

The system complete is sent post-paid to any part of the Union for **\$1.50**. Terms to Clergymen, Teachers, and those expecting to be agents, **\$1.00**.

Address,

**BABBITT & WILT,**

37 Park Row, N. Y., (Eastern Depot.)

Or, **BABBITT & WILT,**

Principals of Miami Commercial College, Dayton, O., (Western Depot.)

Splendid inducements are granted to Agents. The work is a great help to Teachers, and a great saving of expense to Pupils, who would otherwise have to purchase the 20 cent copy books nearly every month. Great reduction to schools.

### Splendid Prizes for Babbittonian Penmen.

The following awards will be given: for the best specimen of Babbittonian Penmanship, an elegant Gold Medal; for the second best, a Silver Medal; for the greatest improvement made from Babbittonian copy slips in schools or by private individuals, a handsome Gold Medal; for the second greatest do., a Silver Medal. Each school or seminary should send in two or three of their best specimens of Penmanship, as well as those which show the greatest improvement, by June 1st, 1865, so that the names may be engraved on the Medals and the Medals forwarded to the victorious penmen by July 1st. To show the best improvement, a specimen of writing before commencing the copies and a specimen after writing them should be sent, and the fairness of the first specimen should be attested to by some teacher or other responsible person acquainted with the writer. The reputation given to the successful competitors and to the school which he attends, in case he belongs to a school, will be of great value to those concerned.

Address,

**BABBITT & WILT,**

37 Park Row, New York.

Or **BABBITT & WILT,**

Principals Miami Commercial College, Dayton, O.

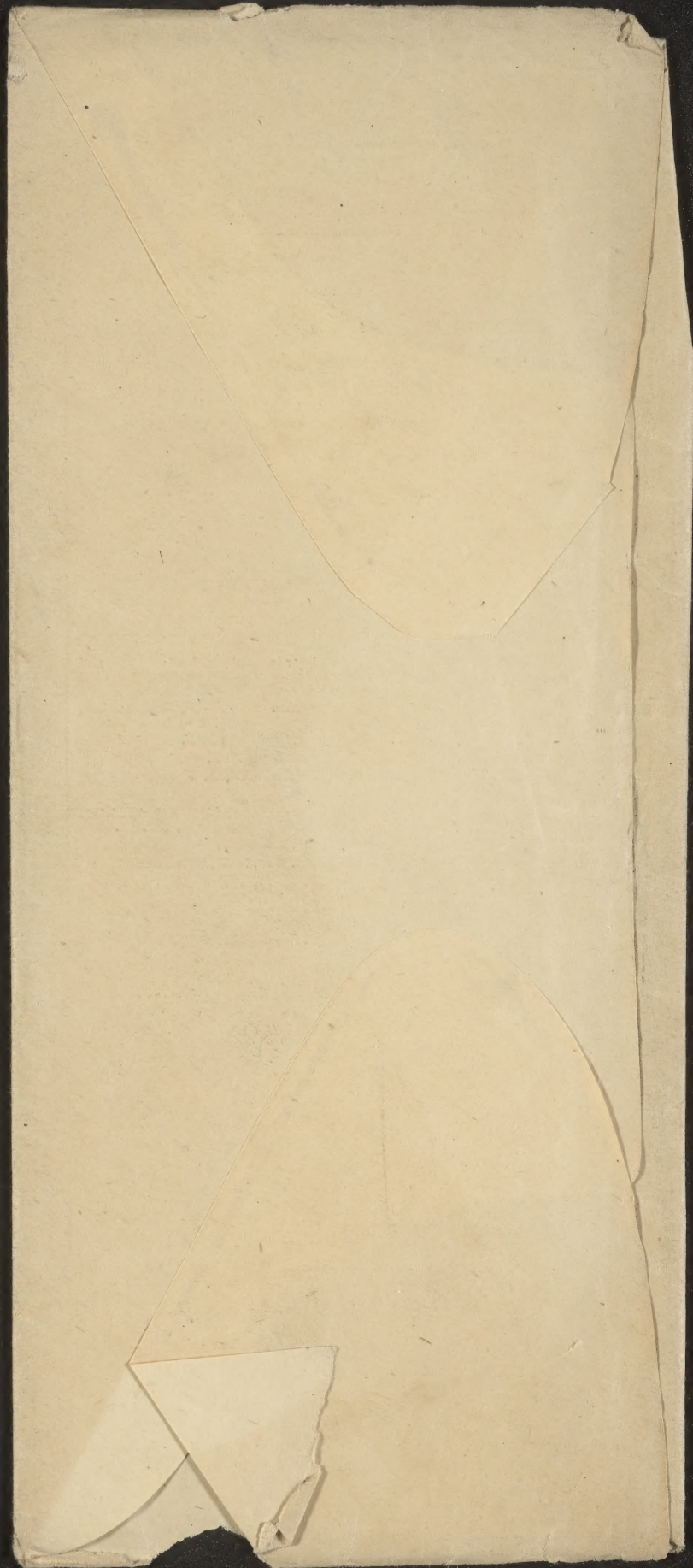
## Miami Commercial College.

This institution has a THEORY department, two PRACTICE or actual Business departments, two BANKS, and a LADIES' department. The two banks and various business firms are conducted in the most approved style of real business life within the college, and the students can scarcely fail to become practical. The Teachers have had very great experience as practical Book-keepers and great success as Teachers and Lecturers. Dayton being a beautiful and healthy city, with far less temptations than appertain to larger cities, is a desirable point for an educational institution. For particulars send for a catalogue to

**BABBITT & WILT, Principals,**

Dayton, O.

*Perman A. D. Gooden*





# Babbittism

Unequaled for Beauty  
and  
Scientific  
Arrangement.

From the Script of E. D. Babbitt.

## Penmanship.

Published by  
Babbitt & Will,

37 Park Row, N.Y. (Eastern

Depot) Babbitt & Will, Prin.

Commercial College  
Dayton, O. (Western Depot.)

Price (Post Paid) \$ 1.50.

# Adaptation of Babbittonian Penmanship to Schools.

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Some of the advantages of adopting this System in Schools are as follows:

1. Not one teacher in a hundred can write copies or teach this branch properly; hence the importance of a self-teaching system of beautiful copies like this, which takes the greatest labor out of the teacher's hands, and enables the pupil to gain the idea of Penmanship at his leisure.


2. Even if the teacher is one of the finest of penmen, and, what is still more rare, one of the finest *teachers* of Penmanship, he cannot, by any possibility, teach the branch by means of mere copies which he may write, as well as he could by the aid of copy slips, which give both right and wrong forms, and full explanations of all important points, so that the pupil may study the subject more carefully than he could from a mere verbal or blackboard explanation. Good teachers are always valuable in any branch, but good implements to work with are exceedingly valuable also.

3. In the copy-book system with copies printed at the top of the page, the pupil does well for one, two, or even three lines, after which he generally *writes after himself instead of the copy*, which accounts for the fact that pupils so generally make the bottom of a page look worse than the top. With the copy-slip system, the pupil can move his copy down the page as fast as he writes, and will generally write better instead of worse.

4. In the ordinary copy-book system, with unexplained copies at the top of the page, Penmanship is a mere matter of *mechanical imitation*, and the pupil must work in the dark so far as *principles* are concerned. This system treats Penmanship as a *Science* as well as an *Art*, explaining the ideas of *Legibility*, *Rapidity*, and *Beauty*, so simply that most young pupils can understand them fully.

5. This plan will be found much *cheaper* than that of buying the twenty-cent copy-books. Three sheets of foolscap, which may be used with the copy-slips, will give the same amount of paper as the common copy-book; and, as schools taking ten or more sets of the Penmanship at a time receive them at 80 cents, it will be found, by actual calculation, that a large city school would save hundreds of dollars a year by adopting this plan.

6. The *discipline of arm and hand* which this system imparts is far in advance of any copy-book system whatever. This will not be denied by any candid man for a moment. The limbering of stiff arms and fingers, and the freedom of movement and enthusiasm in the cause, imparted to those heretofore awkward and careless, by the practice of these Elements and Elementary Flourishes, is the uniform testimony of the schools and seminaries, as well as private individuals, that have already adopted them. "We scarcely think it best," said a gentleman, "to make a change and adopt your system, as it will destroy the style we already have, and we may not have time to become established in anything new." "We think you are mistaken," was the answer, "because our discipline gives you such control of movements that you learn to write in all directions and in every style of form and shading, so that you become skillful in all systems. We ask you to *change* nothing excepting awkward forms and cramped movements, which, you will admit, ought to be changed."

 Price of Single Set, \$1.50; to Teachers and Agents, \$1. Address BABBITT & WILT, 37 Park Row New York (Eastern Depot); or BABBITT & WILT, Principals Miami Commercial College, Dayton, O. (Western Depot).

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Will the person receiving this Card be kind enough to tack it up, the other side out, in some office or public place, and thus serve an important educational cause.

6/5.

Mrs Simeon King,  
Orie,  
Penn.

(Copy No. 66, Babbittonian Penmanship. Copy No. 65 over.)

*(Form of a Letter.)*

**Dayton, O., Jan. 1, 1864.**

**Mr. Simeon King,  
Erie, Pa.**

**Dear Sir:**

**You ask me for some hints on letter-writing. If the following unpretending thoughts should prove useful to you, you are welcome to them.**

**First, then, in business letters, be explicit, courteous, brief, and to the point. A business man, who receives a hundred letters daily, has no time to read a history of yourself or your relations. If your letter concerns yourself more than the one to whom you write, send a postage stamp for the answer. When you write to a friend, write freely, frankly, and as nearly as possible in your own conversational style. Avoid postscripts, blots, and long apologies for not writing sooner. Write legibly and neatly, give your name distinctly, and, when you get through, stop. I remain as ever,**

**Your Friend,**

**E. D. BABBITT.**

No. 67.

Yours Resp<sup>y</sup>  
E. D. Abbott.



(Copy No. 68, Babbittonian Penmanship. Copy No. 67 over.)

(Letter of Introduction.)

Washington, D. C., June 1, 1864.

**Mr. Jas. Kenneywell,  
342 Broadway, N. Y.**

**Dear Sir:**

**This letter will introduce to you my friend John Smith, who seeks a position in your city as book-keeper. He is an elegant penman, a skillful accountant, and a gentleman of high moral character; and whatever kind offices it may be in your way to do for him, will be gratefully acknowledged by**

*Superscription of the above.*

MR. JAS. KENNEYWELL,  
342 Broadway,  
N. Y.

*Introducing J. Smith.*

**Yours, Respectfully,**

**SALMON KNICKERBOCKER.**



No 69.

ap<sup>o</sup> p<sup>o</sup> ap<sup>o</sup>, #15 48<sup>3</sup> yds. Cal. @ 25<sup>c</sup> \$12 18<sup>3</sup> 18<sup>#</sup> Nails @ 6<sup>c</sup> = \$1 12<sup>2</sup>

(Copy No. 69, on the other side, consists of Business Abbreviations, which, by the longer method, would be read thus :)

**Account, per, per cent., number 15;  $48\frac{3}{4}$  yards of Calico at 25 cents (per yard), equal \$12.18 $\frac{3}{4}$ . 18 lbs. of nails @  $6\frac{1}{4}$  cents (per lb.), equal \$1.12 $\frac{1}{2}$ .**

(Copy No. 70. The pupil should put the following long forms into the brief business style like those on the other side :)

**$3\frac{1}{2}$  yds. muslin at  $37\frac{1}{2}$  cents = \$1.31 $\frac{1}{4}$ . Bought on account. Sold to John Smith, 25 lbs. coffee at  $43\frac{3}{4}$  cents. Interest at 6 per cent. Number 44. Send per mail of to-morrow.**

No. 71.

Receipt on Account.

Recd. Chicago, May 1<sup>st</sup> 1863, of Mrs. Emma Canning  
Ninety and  $\frac{50}{100}$  Dollars on a/c.  
\$90.50 Amasa Jenner.



(Copy No. 72, Babbittonian Penmanship. Copy No. 71 on the other side.,

*(Receipt in full of all Demands.)*

**\$1,000.00**

**Toronto, C. W., Jan. 1, 1864.**

**Received of John Bungay One Thousand Dollars in full of account.**

**BENN PITMAN.**

**£400.**

*(Copy No. 73. Receipt for Merchandise on account.)*

**London, Sept. 12, 1863.**

**Received Four Hundred Pounds Sterling, in Merchandise, on account of John Burke.**

**JOHN RUSSELL.**

**\$90.00**

*(Copy No. 74. Receipt to apply as an indorsement on a Note.)*

**Received, Jan. 1, 1864, on the within note, Ninety Dollars.**

**JOHN LOWE.**

16/5

Bill of Parcels.

Dayton, O Sept 19, 1863

Mr Noah Summers

Bot of A. D. Milt & Co.

25 sets Pabittonian Penmanship

7 doz. Copy Books

1 Case for Copies

Rec<sup>d</sup> Payment

80

20

1

7

5

25

32

25

(Copy No. 76, Babbittonian Penmanship. Copy No. 75 over.)

### An Account Current.

INDIANAPOLIS, *May* 5, 1864.

MR. HENRY HOLMES,

To JAS. AMMERMAN,

*Dr.*

[illegible]

(Copy No. 77. Let the student arrange the following items in systematic style, as above, giving abbreviated forms as before explained :)

Samuel Hunt, in account with John Summers, Dr., Nov. 5, 1863.—To 15 lbs. Loaf Sugar, @ 18c.; 1 gal. Carbon Oil, @ 75c.; 2 bush. Apples, @ \$1.40. Feb. 1, 1864.—To 8 lbs. Coffee, @ 35c.; 12 lbs. Black Tea, @ \$1.25. March 3, Cr.—By 2 days' Labor with Team, @ \$3.00. March 5.—Received Cash to balance the account.



Note.

Cincinnati, Nov. 14., 1863.

Ninety days after date, I promise to pay Geo. Tenney,  
or order, Ten Thousand Dollars value received.

Enos Howe.

(Copy No. 79 Babbittonian Penmanship. No. 78 on opposite side.)

[NOTE.—Notes, Due Bills, Drafts, etc., are said to be negotiable—that is, transferable—when made payable to *order*, or to *bearer*. To *indorse*, is to write on the back of a written document. When these forms are written "*To bearer*," they are transferable without endorsing; but if written "*To order*," must be endorsed before they can be passed into other hands to collect. The expression "*To order*" is generally preferable. In the United States and Great Britain, *three days' grace* are allowed, unless the paper is *at sight* or *on demand*. If the last day of grace comes on the Sabbath or a national holiday, it must be paid on the day before. The first note below falls due Dec. 17, the second note on Dec. 16, being counted by days, not by calendar months.]

*Note not Negotiable drawn with Interest.*

\$5000 00

N. Y., Sept. 14, 1864.

Three months after date, I promise to pay Messrs. Munro & Co.  
Five Thousand Dollars, value received, with Interest at 6%.

SAMUEL CAREY.

(Copy No. 80, Babbittonian Penmanship.

*Joint Note, Negotiable.*

\$50 50

Washington, Sept. 14, 1864.

Ninety days after date, we jointly promise to pay Ennis Jones, or  
bearer, Fifty and  $\frac{50}{100}$  Dollars, value received.

ROBERT EMMONS.  
JAMES SMITH.

(Copy No. 81, Babbittonian Penmanship.)

*Joint and Several Note, negotiable and payable at Bank.*

\$1000 00

New York, March 6, 1865.

Thirty days from date, we jointly and severally promise to pay to  
the order of Messrs. Munn & Co., One Thousand Dollars, at the Park  
Bank, New York, value received.

EDWIN BABBITT BURR.  
SALMON PERRY.

No. 82.

\$80. 44.

*Draft.*  
Accepted

Albany, Mar 1<sup>st</sup> 64.

At thirty days sight pay to the order of Geo. Rand  
Eighty &  $\frac{44}{100}$  Dollars value rec<sup>d</sup> and charge to the ac<sup>t</sup> of  
J. Saml Jones Esq. 2<sup>nd</sup> 64 Ben Simmes.  
New York.



(Copy No. 83, Babbittonian Penmanship. Copy No. 82 on opposite side. Write the following as a copy :)

**A Draft calls for money; an Order for goods; an accepted Draft is called an Acceptance, and binds the person accepting the same as a Note. Drafts are generally reckoned from sight, rather than from date.**

**\$90.25**

(Copy No. 84. *Draft reckoned from Date.*)

**Columbus, Sept. 22, 1863.**

**Six months from date, pay to Cassius M. Clay, or order, Ninety  $\frac{25}{100}$  Dollars, at the State Bank, and charge the same to the account of**  
**ENNIS JONES.**

**To Carey Mann, Cincinnati, O.**

(Copy No. 85. *An Order.*)

**Toledo, April 15, 1864.**

**Mr Silas Jones will please pay to George Wright, or bearer, Fifty Dollars in merchandise, on my account.**  
**C. B. CLARK.**

No. 86.

Elongated  
Hand.  
Penman

Running  
Hand.  
Penman

Business  
Hand.  
Penman

Angular  
Hand.  
Penman

Old Round  
Hand.  
Penman

Back  
Hand.  
Penman

Upright  
Hand.  
Penman

Italian  
Hand.  
Penman

German  
Text.  
Penman

Old English  
Letters.  
Penman

Italic  
Letters.

Penman

Roman  
Letters.

Penman

(Copy No. 86 on other side. Babbittonian Penmanship.)

For rapidity, both the **ELONGATED** and the **RUNNING** hands are defective, as the fingers have to move over too much space. The elongated hand is rather fanciful, however; and the running hand, shortened a little, makes an excellent lady's hand. The **BUSINESS** hand, which is semi-angular, is a good medium between the two, and is the proper one for all ordinary writing. The **ANGULAR** hand is illegible, and, in general writing, not handsome. The old **ROUND** hand answers very well for captions, ledger headings, etc., but not for general use. The **UPRIGHT** hand is the most concise of all, and the pen is easily held rightly for it. The **ITALIAN** hand, though supposed to be fanciful, has really no principle of beauty which is not possessed by the ordinary style. The **TEXT** hands such as German Text and Old English, are bold and massive in appearance, and, combined with the common hands, have a rich effect. The Old English has a finer effect than the German, though it is not so easily written. The text hands are best written with a broad-pointed, three-tined pen, and, when great precision is required, should first be outlined with a pencil. For small text letters, rule four lines—two to regulate the outside points, and two for the upper and lower points. For other varieties of lettering, see Chart.



No 87.

Due Bill.

Baltimore, Mar 15<sup>th</sup>/64.

\$70.<sup>00</sup>

Due J. Jones, or order, Seventy Dollars, value rec<sup>d</sup>.

Jupiter Ammon

(Copy No. 86, Babbittonian Penmanship. Copy No. 87 over.)

*Note.*—Due Bills and Receipts have an almost infinite variety of forms, while Notes and Drafts have generally a set form of expression. The following are forms of Due Bills:

*(Due Bill not Negotiable with Interest.)*

**\$500.<sup>50</sup><sub>100</sub>**

**I owe William Manning Five Hundred  $\frac{50}{100}$  Dollars, with interest.**

**St. Louis, May 1, 1864.**

**MINNIE WARREN.**

*(Copy No. 89. A Negotiable Due Bill.)*

**Philadelphia, Jan. 1, 1864.**

**Due Samuel Johnson, or order, One Hundred Dollars in goods from my store.**

**SIMON HOLMES.**

No. 24.



W L O O O O O O O O O O

(Copy No. 91, Babbittonian Penmanship. Copy No. 90 over.)

(Note.—You should now review the elements thoroughly, as on the other side of this copy, after which take the following exercises, which will review mainly the whole system. You should write the elementary groups of letters also, as given in the Chart.)

**i, u, n, m, un, nu, mm, oo, aa, dd, gg, qq, lbfjkgy, tdpqkl, cc, ee, rr, s, ss, xx, zz, 1 2 3 4 5 6 7 8 9 0, Act, Boxes, Cliff,  
Dust, Exit, Fenner, German, Hamlin, Ireland, Janus, Kent, Lord, Mist, Ninus, Ornate, Peccadillo, Quail,  
Rythm, Sonora, Tines, Utility, Vevay, Warwick, Xenophon, Years, Zanguebar.**



1892.

Specimen of Plattonian Penmanship written by \_\_\_\_\_

Pupils name here.

(Copy No. 92 over. Babbittonian Penmanship.)

You have now nearly completed this system of copies, and it is exceedingly important that you should write slowly and carefully until your hand is well established, after which you will be able to write rapidly and handsomely too. In all your epistolary, as well as business writing especially, for some time to come, write according to the principles of legibility, rapidity, and beauty ; because if you get careless and do not become perfectly established in this system, your hand will be a spoiling of different systems, and a perfection in none.